

**Chickasaw County Board of Health**  
**May 17, 2022**  
**Meeting Minutes**

The Chickasaw County Board of Health met Tuesday, May 17, 2022, at the Chickasaw County Community Services Building. Cindy Shoemaker, Chair, called the meeting to order at 1:01 p.m.

Present were members Cindy Shoemaker, Joan Knoll, Toni Friedrich, and Jeremy McGrath. Absent: Dr. Jack Kline.

Guests present Lisa Welter RN, Administrator, Ann Knutson, RN, Assistant Administrator, Anita Eschweiler, BOH Secretary, Penny Andorf, Env Health, Jason Byrne, BOS, and Terry Johnson.

A motion by Knoll, seconded by Friedrich to approve the agenda with the removal of the Operation Threshold update. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

A motion by Knoll, seconded by Friedrich to approve April 13, 2022, meeting minutes with corrections. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

**Environmental Health**

Penny updated the board on agency activities for April. Penny completed 9 water tests. One animal bite was reported in April. Penny reported she did eleven septic site evaluations, had two time of transfers, and one well permit. Penny said she is still waiting for the 2<sup>nd</sup> and 3<sup>rd</sup> quarter payment from the state. Penny said twenty people had applied for the new septic under the Water Infrastructure Funding American Rescue Plan Act. Penny presented the Commercial Septic Pumper Inspection Contract for approval to have the board chair sign. A motion by McGrath, seconded by Friedrich to approve having the board chair sign the contract. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

Penny Andorf left at 1:13 p.m.

**Home Health**

Home Health Update

Lisa Welter gave a monthly home health update. Census 92. Medicare 11. Medicaid 25. Referrals 15. Admissions 10. Discharges 13. Failed Admits 5. Unbillable visits 7. Nurse visits 224. Aide visits 286. Homemaker visits 332. Lisa presented the resignation of Jennifer Harms effective May 5, 2022 for approval. A motion by Knoll, seconded by Friedrich, to accept the resignation of Jennifer Harms effective May 5, 2022. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried. Lisa requested posting an advertisement for a part-time on-call aide. A motion by Knoll, seconded by Friedrich to post an advertisement for a part-time on-call aide. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

Lisa presented the NEI3A FY 23 Application for approval. A motion by Friedrich, seconded by McGrath to approve the NEI3A FY 23 Application. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

Lisa informed the board that Winneshiek County Public Health had contacted her to provide training for their aides. A discussion was held, and it was decided Lisa is unable to assist with training at this time.

Lisa presented the resignation of Amy Koch effective May 30, 2022 for approval. A motion by Knoll, seconded by Friedrich to approve the resignation of Amy Koch effective May 30, 2022. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

**Business Operations**

Monthly Claims

Lisa presented bills received after the last Board of Health meeting. Lisa said the Public Health claims were \$3,652.20. The Environmental Claim was \$164.40, for a total of both claims \$3,816.60. A motion by McGrath, seconded by Friedrich to approve the claims as presented. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried. Lisa presented the US Cellular bill for \$584.87. A motion by Knoll, seconded by Friedrich approve the US Cellular bill for \$584.87. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried. Lisa said the claims for Public Health were \$11,593.08. The mileage claims for Public Health were \$2,841.96. The total claims for Public Health are \$14,435.04. The Environmental Health claims total is \$486.28. The total claims for both agencies are \$14,921.32. A motion by Knoll, seconded by McGrath to approve the claims as stated. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent Dr. Kline. Motion carried. Lisa gave an update on the current budget expenditures and revenue amounts for both public health and environmental health.

### Wage Scale

Members discussed the wage scale. Lisa handed out spreadsheets regarding the wage scale. This item will be added to next month's agenda along with wage increases.

### ARPA Funds

Lisa requested the board make a recommendation to the board of supervisors to give employees covid relief funds due to the many hours spent working during the Covid -19 pandemic. A motion by Friedrich to give each employee \$1,000. The motion died due to a lack of a second.

### Policy Book section 2 & 3

Lisa informed the board that she had gone through sections 2 & 3 of the policy book. She will present the policies that need to be updated.

### **Public Health Program**

#### Covid-19 Update

Lisa gave an update and reported the Covid-19 number since the last meeting.

#### Communicable Disease

Lisa informed the board that there was one case of E. coli reported since the last meeting. She is still working with the two latent TB cases in the county.

#### Grant Update

Anita emailed out the spreadsheets for the grants billed before the meeting.

#### Immunization Grant Application for FY 23

Lisa presented the Immunization Grant Application for GY 23 for approval. A motion by Knoll, seconded by Friedrich to approve the Immunization Grant Application for FY 23. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

### Policies

#### *Agency Financial Management Policy*

A motion by Knoll, seconded by Friedrich to approve the updated Agency Financial Management Policy. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

#### *Immunization Clinic Policy*

A motion by Knoll, seconded by Friedrich to approve the updated Immunization Clinic Policy. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

*Lead Draw Policy and Procedure*

A motion by McGrath, seconded by Friedrich to approve the updated Lead Draw Policy and Procedure. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

*Influenza Vaccine Policy*

A motion by Knoll, seconded by Friedrich to approve the updated Influenza Vaccine Policy. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

*Emergency Preparedness Policy*

A motion by Knoll, seconded by Friedrich to approve the updated Emergency Preparedness Policy. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

*In-Service and Education Policy*

A motion by McGrath, seconded by Friedrich to approve the updated In-Service and Education Policy. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

*Drug Regime Review Policy*

A motion by Knoll, seconded by Friedrich to approve the updated Drug Regime Review Policy. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

*Transportation Policy*

A motion by McGrath, seconded by Friedrich to approve the updated Transportation Policy. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

ARPA Funds

McGrath requested to revisit the ARPA funds request by Lisa. A discussion was held by board members. A motion by McGrath, seconded by Friedrich to propose to the Board of Supervisors that full time direct patient care staff with at least one year of service be granted \$1,000.00 and all non-patient care staff including Environmental Health full or part time with one year of service be granted \$500.00 of the ARPA funds pending approval. Ayes: McGrath, Friedrich, Shoemaker. Nays: Knoll. Absent: Dr. Kline. Motion carried.

The next Board of Health monthly meeting will be Wednesday, June 8, 2022, at the Chickasaw County Community Services Building at 2:00 p.m.

A Motion by McGrath, seconded by Friedrich to adjourn. The meeting adjourned at 2:41 p.m. Ayes: McGrath, Knoll, Friedrich, Shoemaker. Absent: Dr. Kline. Motion carried.

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Anita Eschweiler, BOH Secretary.

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Attested by Lisa Welter, RN,  
Chickasaw County Public Health Agency Administrator